

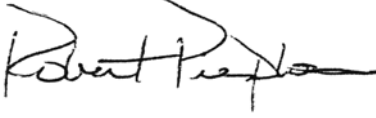
Memorandum

*Flex your power!
Be energy efficient!*

To: DEPUTY DISTRICT DIRECTORS, Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: February 23, 2004

File: Division of Construction
CPD 04-3

From: ROBERT PIEFLOW 
Chief
Division of Construction – MS 44

Subject: Distribution of Claim Documents

Attached is the revised list for the distribution of various claim documents. The list has been updated to reflect current titles and personnel.

The district distributes the documents both within the district, and to the headquarters construction field coordinator and claims specialist. The headquarters claim specialist distributes the documents both within the various headquarters divisions, and to the Federal Highway Administration transportation engineer.

Each district may modify the distribution of these documents within its district as needed. The type of copy distributed may be changed upon agreement with the recipient.

If you have any questions, please contact Tim Buchanan with the Office of Contract Administration at (916) 654-3088.

Attachment

c: Construction Claims engineers